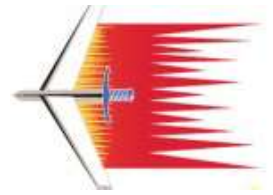




**North Carolina Air National Guard  
Active Guard/Reserve (AGR)  
Vacancy**



**Announcement 2022-30**

Open: 1MAR 22 Closes: 15 MAR 22

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
MAINT MGMT PROD	2R171	E6-E7	0107143534

**ADVERTISE:** On Board AGR Only

**SECURITY CLEARANCE:** Secret

**UNIT/DUTY LOCATION:** 145th Maintenance Operations Flight

4930 Minuteman Way, Charlotte NC 28208

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
CMSgt William A. Freeman	william.freeman.7@us.af.mil	704-391-4182	391-4182

**DUTIES AND RESPONSIBILITIES**

1. Coordinates and develops operational and maintenance requirements for all assigned aerospace vehicles and related support and training equipment into long range, quarterly, monthly and weekly plans to produce a schedule which makes efficient use of resources. Ensure the Maintenance Control Supervisor and the Chief of Maintenance are advised of maintenance capability, problem areas, and adherence to schedules. Schedules aerospace vehicle and related equipment, through all phases of maintenance. In coordination with Job Control, assigns work priorities to all scheduled maintenance to assure a balanced workload of all maintenance sections. Coordinates with upper level management and other functional areas on master parking plan, bulk munitions requirements, supply support, food service support, security, motor vehicle maintenance, petroleum oil and lubricant (POL) requirements, fire department service and civil engineering functions. Compiles and publishes required maintenance plans in a timely manner to project aircraft, equipment and personnel utilization.
2. Schedules and conducts daily maintenance planning meeting to refine and incorporate unscheduled maintenance requirements into the Weekly to Daily Maintenance Plans and workload requirement. Reviews specialist dispatch and in-shop production workload to ascertain production delay, recommends corrective actions and makes necessary adjustments in production schedules. Processes requests for and manages local manufactured items to ensure that unauthorized work is not scheduled. Coordinates with Quality Assurance in scheduling activity, technical inspections and publication changes. Coordinates with Training Management to minimize impact of training schedule in accordance with pertinent ANG directives. Initiates and maintains maintenance operating instructions establishing procedures for the assignment and application of job control numbers.
3. Preplans requirements to support operational launch schedules, emergency war orders (EWO) and contingency plans. Designates and schedules aerospace vehicle for maintenance training purposes. Plans and schedules time compliance technical order (TCTO) accomplishment. Schedules and insures that life support and critical items are replaced in accordance with the time change program. Performs the aerospace vehicle distribution function in accordance with directives. Analyzes maintenance capabilities in conjunction with Production Analysis. Coordinate and maintains input schedules to prime depots for accomplishment of depot level maintenance such as TCTO modifications and Programmed Depot Maintenance (PDM). Computes and evaluates scheduling effectiveness in order to improve management efficiency and decrease deviations. Reviews and verifies the accuracy and validity of aerospace vehicle weapons documents. Establishes procedures for the identification of repeat, recurring and cannot duplicate type discrepancies which impair mission performance or affect safety of flight, and for review of corrective action for adequacy.

- 4. Represents the Chief of Maintenance in coordinating actions such as aircraft and equipment utilization, sortie rates, flying hours and simulator utilization with the Air Commander, Operations and other members of the flight scheduling committee.
- 5. Develops inspection work package for aircraft; schedules and conducts the preinspection meeting for scheduled inspections such as periodic, isochronal and phase. In coordination with maintenance supervisors, develops work packages for major, intermediate level maintenance such as battle or crash damage.
- 6. Performs the following documentation functions; review, filing, maintenance and disposition of historical documents for assigned equipment. Manages documents for TCTO reports, time change forecast, mechanized reports, master ID number files and flight status register. Submits request for parts or kits for TCTO and time change items to the maintenance supply liaison for processing to Base Supply.
- 7. Makes required input to the automated data system and retrieves data and/or computer generated products as required.
- 8. Conducts training of assigned technician and military personnel.
- 9. Performs other duties as assigned.

<b>SPECIALTY QUALIFICATIONS</b>
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Min/Max Rank: TSgt-MSgt  
AFSC: Must possess 2R171

<b>SPECIAL CONSIDERATIONS</b>
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## QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANG 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilizations, and assignment of current on-board AGR members.
2. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program.
3. Initial tours may not exceed 3 years. AGR tours may not extend beyond an enlisted member's ETS or an Officer's MSD.
4. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.
6. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
7. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.
8. Applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members.
9. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee.
10. Must have adjudicated Security Clearance before starting tour.
11. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities

## APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates, letter of recommendations, resume or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. Incomplete packages will NOT be considered for the position vacancy. Please submit application in the order listed below.

1. NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Version dated Nov 2013 (Completed and Signed)
2. CURRENT full Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>) (Must be a full RIP)
3. ARCNet Readiness print out. (which will includes IMR, Security Clearance, etc.)
4. EPR(s) / OPR(s) (If available)
5. Fitness report from myFitness
6. Letter of Recommendation, Cover Letter, Resume and any other attachments are permitted but are not mandatory.

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files) PDF File Name should be: Announcement Number, Last name, First name, Grade

Email ENCRYPTPTED Application Package to [145FSS.HRO.Actions@us.af.mil](mailto:145FSS.HRO.Actions@us.af.mil).

### THE NORTH CAROLINA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.